

Existing Building for Lease

Provide qualifications and price for an existing building located at 203 East Brannen Avenue (formerly the City of Flagstaff Murdock Center) in Flagstaff, Arizona.

**City of Flagstaff, Arizona
Real Estate Manager
May 21, 2004**

1.0 Introduction

The City of Flagstaff, Arizona intends to enter into a lease agreement with a qualified lessee for the lease of this building. The prospective lessee will comply with current zoning uses and must be a qualified not-for-profit organization with an education based or social service function. The use proposed will be incorporated in the lease agreement.

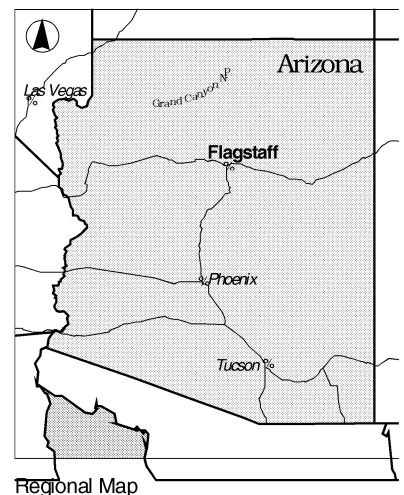
*Proposals are due by **3:00 p.m. MST on July 15, 2004***

2.0 Community



Subject Property

Flagstaff is a mountain city located at 7,000 feet in elevation in the highlands of north central Arizona. It is surrounded on all sides by the Coconino National Forest, which contains the largest contiguous stand of Ponderosa Pines in the world. Flagstaff occupies 65 square miles on a volcanic plateau at the base of Arizona's highest point, the San Francisco Peaks, standing at 12,633 feet. Flagstaff is considered a metropolitan city because of its population of 58,000; however, its identity is still rooted in its small-town mountain heritage. Hunting, fishing, skiing, mountain biking and rock climbing are just a few of the outdoor activities that attract people to Flagstaff.



Flagstaff has long been a transportation hub. Located along an old wagon road to California, Flagstaff's development began after the railroad arrived in 1881. Today, Flagstaff is the economic hub of Northern Arizona, ideally situated at the juncture of Interstates 40 and 17. The Phoenix metropolitan area is 140 miles to the south and Grand Canyon National Park is approximately 80 miles to the north. Flagstaff is a governmental, educational, transportation,

cultural and commercial center, with tourism and government as major sources of employment. The city is home to a number of scientific and high tech research and development industries.



Also, approximately 15,000 students attend Northern Arizona University (NAU), which includes a graduate college and nine undergraduate colleges. The newly expanded Coconino Community College is also adjacent to the NAU campus. The community also has two museums, numerous art galleries, a symphony orchestra, three recreation centers, an ice skating rink and a major ski resort. Flagstaff has 10 public elementary schools, two middle schools, three high schools and many private and charter schools. Flagstaff has extensive medical facilities and resources, including a state-of-the-art trauma center at the Flagstaff

Medical Center.

Flagstaff's incorporated population is approximately 60,000, an additional 20,000 live in nearby unincorporated communities, and more than 200,000 live in the trade area. Flagstaff has experienced a moderate annual growth rate of 3.1% over the past 25 years. The age distribution of the population within the Flagstaff urban area provides for a large labor pool due to the fact that 72% of the population falls within the 18 to 64 age group.

3.0 **Background**

The City of Flagstaff acquired this site in 1967 from Southern Union Gas Company. Prior to its use by the gas company, this site was operated as a segregated school known as the Dunbar School. Most recently the City of Flagstaff restored this facility and designated it the Murdock Center after Dunbar school principal, Cleo Murdoch and used it for a Teen Center administered by the Parks and Recreation Department. This program has been discontinued and the City wishes to lease the property until a decision about a future use or disposition is made by the City Council.

4.0 **Proposed Use**

The zoning classification is Public Lands Open Space Established. If the lessee desires to use the building for a use not currently permitted in this district it is the responsibility of the lessee to acquire a conditional use permit for that use. The proposal submitted must include specific detail regarding the type of use, number of occupants, times of operation and a general overview of the prospective lessee's operation and purpose.



5.0 **Property Ownership**

The City holds title to the property and will lease the property to a prospective lessee with a written lease agreement.

6.0 **Lease of Building**

The lease term will be offered for a 3 (three) year period with the option to renew for 2 (two) additional years. The minimum lease amount is \$1,400 monthly and the lessee is responsible for all utilities, taxes, fees and maintenance. The City encourages the lessee to sublease and partner with other community groups and develop cooperative agreements to make the facility available during off hours. Multiple use of the facility is one of the selection criteria.

6.1 **Building Description**

This facility is a single story masonry block constructed building containing approximately 1750 square feet. There are two rooms suitable as offices, one large meeting, conference or classroom, a commercial kitchen and two restrooms. The site is approximately 25,400 square feet with paved and marked parking for 16 cars.

7.0 **Format of Proposals**

All proposals submitted in response to this RFP must include the following information, in order.

- **Cover letter.** A cover letter must be included with the following: the offering price for the lease, a description of the prospective lessee's proposed use.
- **Background.** A summary of the organization's background, a brief description of the organization and its history should be included.
- **Organization chart.** An organizational chart of personnel and a brief (one-page) resume of personnel identified on the chart.
- **Financial.** This should include the organization's financial reports or statements.
- **Insurance.** Statement of compliance with insurance requirements.

Six (6) copies of proposal must be submitted. The proposal should not exceed fifteen (15) pages.

8.0 **Where to Obtain**

Proposals can be obtained from the Purchasing Office by one of the following methods:

1. Via email (Adobe Acrobat format) by emailing Denny Birkland at: dbirkland@ci.flagstaff.az.us.
2. In person by coming to the Purchasing Office located at City Hall, 211 West Aspen Avenue, Flagstaff, Arizona.
3. By telephone, and requesting a proposal packet be mailed to you.

8.1 **Where to Submit**

Proposals should be submitted to:

Ernie Negroni, City Purchasing Director
City of Flagstaff
211 West Aspen Avenue
Flagstaff, Arizona 86001
RE: 203 E. Brannen

9.0 Deadline for Proposals

*Proposals are due by **3:00 p.m. MST on July 15, 2004***

Sealed proposals will be received at the Purchasing Office located at City Hall, 211 West Aspen Avenue, Flagstaff, Arizona, 86001 until **3:00 p.m. on July 15, 2004**

10.0 Evaluation Criteria

The City's preliminary evaluation of the proposals will be based on the following criteria:

- Offering lease price
- Demonstrated community benefits
- Partnerships and cooperative agreements with other community groups

11.0 Selection Process

After reviewing all proposals, City staff may conduct interviews with each of those organizations. Following interviews, organizations will be ranked in order of preference. Staff will then forward a recommendation to the City Council for approval of the selected lessee.

12.0 Schedule

It is the City's intent to choose a lessee by August 3, 2004 and that the chosen lessee will be able to enter into a final lease agreement at that time.

13.0 Further Information

Questions regarding this Request for Proposal (#24066) should be directed to:

Denny Birkland, Real Estate Manager
City of Flagstaff
211 West Aspen Avenue
Flagstaff, Arizona 86001
928-779-7623 (voice)
928-213-3050 (fax)
dbirklan@ci.flagstaff.az.us (email)

14.0 Disclosure of Data

Information submitted in response to this RFP is considered public record and may be disclosed pursuant to Arizona statutes.

15.0 Obligations

This RFP does not obligate the City of Flagstaff to pay any costs incurred in the preparation and submission of proposals or presentations/interviews, nor to enter into any contract with any of the prospective lessees. The City may reject any and all proposals for any and all reasons.

The City is under no obligation to reimburse the lessee for any of its costs.

List of Exhibits

<i>Exhibit A</i>	<i>Legal Description</i>
<i>Exhibit B</i>	<i>Site Map</i>

Exhibit A

Lots 7, 8, 9, 10, 11, and 12, Block 27 of the Brannen Addition to the City of Flagstaff, Coconino County, Arizona;

Excepting that part taken for realignment of Clay and Butler Avenues as shown in Case 4, Map 95, recorded October 15, 1986, Section 22, T21N, R7E.

Exhibit B

